

ROUTING AND RECORD SHEET**SUBJECT:** (Optional)

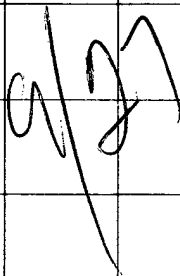

ILSP Working Group Meeting Minutes - 15 September 1988

FR <input type="text"/> A/Chm ILSP Working Group, Rm 3E14 Hqs	EXTENSION <input type="text"/>	NO. OL 10307-88
	DATE 22 September 1988	

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TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		

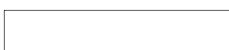
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22 September 1988

MEMORANDUM FOR: ILSP Working Group Members, Alternates and Meeting Attendees

FROM:

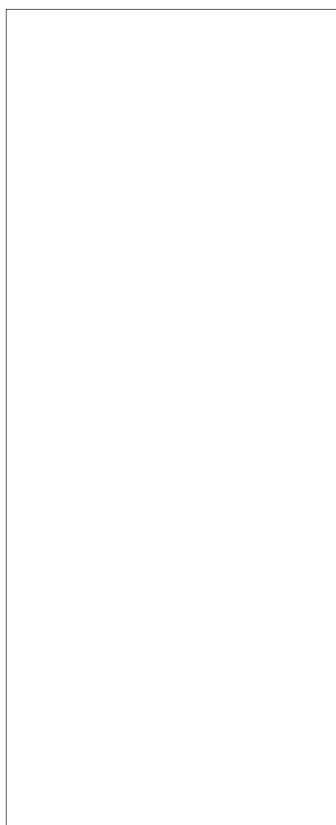


Acting Chairman, ILSP Working Group

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SUBJECT: ILSP Working Group Meeting Minutes - 15 September 1988

1. The scheduled meeting of the ILSP Working Group (ILSP) was held at 1000 hours, 15 September 1988. The following representatives were present:



Acting Chairman, ILSP
ILSP
DS&T Alternate
ILSP
DCI/Log
OIT/CED/SI
OSWR
DCI/OGC
OMS Representative
OIT Representative
OS/HSD
OS/DSD
DI Alternate
OL/FMD
OTE/AD
OTE/LOGS
OIT Alternate
ILSP
OEA Logs
ILSP
OSWR Admin
DI Alternate
DA Representative

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OL 10307-88

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Attached is a copy of the meeting Agenda (Attachment 1).

2. The minutes of the previous meeting were approved without comment.

3 OL Topics

A. [] briefed the status of the latest NHB Occupancy Schedule (Attachment 2). The next scheduled move is MPSS on October 10-11, 1988. OSWR questioned the planned OL Carpet/Furniture date of 10/19/88 for the 3rd floor ST, because they did not believe their furniture had been ordered. OL will verify that the furniture has been ordered and that the planned dates are correct. All other activities are proceeding as scheduled.

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B. [] briefed the status of NHB Fit-up and Survey work (Attachment 3). There has been a weeks slip on the OGC and OIG construction schedule to 19 September 1988 and the SE/DO construction is now out for contract. Other projects are proceeding on schedule. Requirements for OL and OS are due 15 September 1988 and are becoming critical. If the requirements are late, it is possible that the OIT contractor (Contel) may not be able to complete the work before their contract expires.

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C. There was nothing of major significance to report relating to the installation of Carpeting, Partitions and Furniture. Work in this area consists of touch-up and moving excess furniture, etc. from the North Tower to the South Tower. Carpeting of the hallways will start on the 3rd floor and then the 6th floor. This issue of how many screws (1-4) are needed to anchor each hall tile has to be resolved first.

E. OL Issues/Concerns

The following items were brought up as issues or concerns that should be resolved by OL:

a.) Coat hooks are not yet available for the new offices. Each private office will have one hook installed on the inside of its door. If more hooks are required per office, a 2620 form should be submitted.

b.) Coat hooks in groups of 3 and 5 for use in secretarial and other areas are being fabricated.

c.) Hooks are needed that will fit over the tops of partitions. [] will look into this problem.

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- d.) Hooks are needed for use in the ceiling so that plants may be hung. [] accepted an AI to resolve this issue.
- e.) The North Tower trash chutes are not in operation. Work is continuing on the chutes to make them operable.
- f.) The 6th floor snack bar area is not in operation. FMD will follow up this item with Canteen.
- g.) NHB Components would like to be able to have access to the utility closets for the purpose of cleaning coffee pots etc.
- h.) 6th floor NHB washrooms are not being cleaned.
- i.) Allied workers are using the 6th floor conference room as lunch and break rooms.
- j.) A method should be found for mounting items such as large maps, and screws on walls.
- k.) Outdoor receptacles for cigarettes, etc. should be placed at the 4th floor main entrance to the NHB.
- l.) Many occupied areas in the NHB need to have their heating/cooling re-balanced. Each area with this problem will be handled on an individual basis.
- m.) The sound of running water is quite noticeable when the heating system goes on.
- n.) [] asked if there is a schedule for caulking the exterior walls. NESA is being caulked now, and future caulking will be in front of moves. Other occupied areas will then be caulked on a scheduled basis.
- o.) Copies of [] (Attachment 4) on the subject of "Support of Components Moving to the New Headquarters Building" were distributed. This notice will be discussed further at the upcoming Logistics Offices Meeting.

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4. OIT Topics

- A. All wiring in the NHB is on schedule. There was nothing new to report.
- B. The SAFE System was successfully moved over the Labor Day weekend. This second largest move up to now went extremely well.
- C. The OEA move over the past weekend (9-10 September) also went very well.

D. OIT Issues/Concerns

OS said they have not received phones in the 4th floor reception area. The necessary hardware is on order and the phones will be installed after the hardware is received.

5. OS Topics

- A. There was nothing new to report on the status of alarms.

B. OS Issues/Concerns

- 1. OEA said they are missing one box of classified data from their move and emphasized the importance of an accurate manifest to help in knowing what is in each box that is to be moved.
- 2. NESAs said they observed Allied personnel taking material that had been discarded in violation of published standards.

6. OMS Topics

- A. OMS had nothing new to report.
- B. OMS has been asked to provide another briefing on the fitness center in the future.

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7. General Issues or Concerns

- A. The DI Representative reported that there is fan noise in their conference room. He also said that the log officers meeting is a good forum to discuss and resolve many of the issues brought up at the ILSP WG Meeting.
- B. The DO Representative restated the security problems of sound carrying between rooms that maybe encountered by the lack of wall and ceiling insulation in the NHB. The resolution of this problem will be on a case-by-case basis.

8. There were no open Action Items.

9. Action Item Assigned

ILSP-66 Find a ceiling hook that can be used
for hanging plants, et al items.

ILSP

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10. The next ILSP WG meeting is scheduled for 29 September 1988 at 1000 in 3E14 HQs.

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ILSP WORKING GROUP

AGENDA

15 September 1988

- OLD BUSINESS

- Review/Approval of Minutes of previous meeting

- OL TOPICS

- Overview of ILSP Schedule
- Status of NHB Fit-up and Survey Work
- Carpet, Partition & Furniture Progress Report
- Issues/Concerns?

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- OIT TOPICS

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- Status of PBX, Wang, and special wiring work in NHB
- Status of Computer Systems relocation
- Issues/Concerns?

- OS TOPICS

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- Status of Alarm work in NHB
- Issues/Concerns?

- OMS TOPICS

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- Issues/Concerns?

- GENERAL ISSUES OR CONCERNS?

- DA
- O/DCI
- DI
- DO
- DS&T

- ACTION ITEM REVIEW

- NEXT MEETING: 29 September 1988, 10:00 3E14 HQS

COMPLETION DATES

16 September 1988

NORTH Tower Area	Agency Office	OL 100% Drawings	OL Provide Access	OIT UnderFloor Work	OL Carpet/ Furniture	OIT Install Phones	OL Final Checkout	OS Alarms Working
Ground	OTS OL	----- 030188*	COMPLETE 031888*	----- 051388*	----- 051388*	----- 092388	----- 093088	----- 051388*
1st	OTS OIT u OIT m	----- 041188* -----	COMPLETE 042088* COMPLETE	----- 071188* -----	----- 091688 -----	----- 092888 -----	----- 111588 -----	----- 092188 -----
2nd	OTS OIT xyz OIT h OTE OIT isc OSO	----- 033088* 041188* 030988* ----- 061088*	COMPLETE 042088* 042088* 032388* COMPLETE 062088*	----- 070888* 071588* 050988* ----- 070888*	----- 091688 091688 070788* ----- 102688	----- 092688 100788 101288 ----- 110288	----- 101288 120288 101788 ----- 110988	----- 051388* 051388* 051388* ----- 042988*
3rd	OSWR OTS	----- -----	COMPLETE COMPLETE	----- -----	----- -----	----- -----	----- -----	----- -----
4th	OSWR OTE OP PPS OMS OTE 12 OTE 30 OIT 66	----- 030188* 062388* 072288* 030188* 051188* 051188* 090988*	COMPLETE 031588* 072988* 010489 031588* 060388* 061088* 090988*	----- 052088* 122988 032989 050988* 071288* 071288* 102488	----- 100388 012689 042689 072988 111588 111788 101788	----- 100588 020289 051189 082988* 120788 120988 102488	----- 101388 020989 051889 093088 121488 121688 102788	----- 051388* 020289 050389 051388* 051388* 051388* 111088
5th	OSWR MPSS OIT isc	----- 020188* -----	COMPLETE 020988* COMPLETE	----- 041588* -----	----- 071588* -----	----- 071988* -----	----- 100688 -----	----- 051388* -----
6th	NESA OEA DITF	----- ----- -----	COMPLETE COMPLETE COMPLETE	----- ----- -----	----- ----- -----	----- ----- -----	----- ----- -----	----- ----- -----

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16 September 1988

COMPLETION DATES

South Tower Area	Agency Office	OL 100% Drawings	OL Provide Access	OIT UnderFloor Work	OL Carpet / Furniture	OIT Install Phones	OL Final Checkout	OS Alarms Ready
Ground	OTS	080288*	071588*	071588*	071588*	121288	121988	071588*
	OP	082588*	122288	032489	042489	051589	052289	050189
	OIT-v	060888*	083088*	101288	111088	120688	121288	111888
	OIT w	060888*	090288*	101488	111288	120588	121288	112188
	OL	092988	100788	011088	020889	030380	031089	021689
	OS	092988	123088	033189	042889	051989	052689	050589
	OMS	081288*	102088	111488	121488	010688	011389	122188
1st	OP	080188*	092788	111088	112988	122088	122888	120688
	OIT	060888*	101988	120588	010489	012689	020289	012489
	SE	070188*	110288	020389	030789	032889	040489	031489
	HIC	COMPLETE						
	OL	091688	101188	112888	120588	122788	010489	121288
	OP/EEA	080188*	091988	111688	112388	121688	122388	120288
2nd	OIT-A	060888*	081288*	110988	112888	121988	122788	120588
	OIT-J	060888*	083188*	092688	101888	102588	110488	110788
	OIT-K	060888*	083088*	110188	112389	121689	011289	120289
	OIT-R	060888*	080588*	090288*	092388	101488	112388	102188
	SE	070188*	110288	020389	030789	032889	040489	031489
	OIG	052588*	091388	102788	110388	111588	112988	111088
	CIC	081788*	112288	022489	032489	041489	042189	033189
	ISC	072888*	091988	101988	110289	110989	111789	110989
	3rd	OP	080188*	012589	042489	052289	061389	062089
OIT		060888*	112888	012789	022889	032189	032889	030789
AF		092188*	100788	011089	020889	030339	031089	021689
OSWR		052588*	072288*	092788	101988	110988	112188	102688
4th	OP	080188*	012589	042489	051589	060689	061389	052289
	ISC	092988	123088	033189	042889	051989	052689	050589
	OS	092988	123088	033189	042889	051989	052689	050559
	OTE	060888*	100388	102688	110988	111788	112888	111788
5th	OP	080188*	012588	042489	052289	061389	062089	053089
	ISC	072888*	091988	110288	120588	122788	010489	121288
	OL-CAD	053188*	101488	110788	111589	112288	112888	112288
	OL-FMG	090988	120888	031089	040789	042889	050889	041489
6th	OL	092988	123088	033189	042689	051989	052689	050589
	OF	HOLD						
	OGC	051788*	091988	110288	120588	121988	011889	121288

NOTES:

* ACTUAL completion date (dates without asterisks are PLANNED dates)

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FIT-UP WORK IN THE NEW HEADQUARTERS BUILDING

- * OGC CONSTRUCTION ON SCHEDULE - DUE 19 SEPTEMBER 88
- * OIG CONSTRUCTION ON SCHEDULE - DUE 16 SEPTEMBER 88
- * OTE RENOVATIONS ON SCHEDULE - VARIOUS DUE DATES
- * OSO CONSTRUCTION ON SCHEDULE - DUE 30 SEPTEMBER 88
- * CIC CONSTRUCTION ON SCHEDULE - DUE 1 NOVEMBER 88
- * SE/DO CONSTRUCTION ON SCHEDULE - DUE 26 OCTOBER 88
- * OP - (4th floor central, North Tower)
CONSTRUCTION ON SCHEDULE - DUE 19 OCTOBER 88
- * OMS GYM - CONSTRUCTION DOCUMENTS IN CONTRACT STAFF
- * PREPARING CONSTRUCTION DOCUMENTS FOR BALANCE OF OP
- * PREPARING CONSTRUCTION DOCUMENTS FOR PPS/DO
- * AF - 95% DESIGN APPROVAL 16 SEPTEMBER 88

SURVEY WORK IN THE NEW HEADQUARTERS BUILDING

- * OS - REQUIREMENTS DUE 15 SEPTEMBER 88
- * OL - REQUIREMENTS DUE 15 SEPTEMBER 88
- * OF - ON HOLD

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